

306-3.1 Administrative procedures

(a) Lead time requirements. When requirements cannot be met, a memorandum of explanation and justification must accompany the foreign travel package. The memo must provide a description of the circumstances which lead to an inadequate period of lead time. This applies to travelers:

- (1) **without** a security clearance whose departure dates allow less than six weeks lead time and who needs passports/visas, or
- (2) **with** security clearances, whose departure dates allow less than two weeks lead time to obtain an official passport and/or less than four days to obtain each visa (10 working days for U.S.S.R. & China and 21 days for Cuba).

***This memorandum of explanation does not ensure that the NTO will be able to complete the foreign travel package in time for the traveler to accomplish his/her trip.**

(b) All requests for foreign travel will be processed through the NTO, 20020 Century Blvd., Suite 1C, Caller Svc. #6025, Germantown, MD 20874. To provide adequate service for foreign travel needs, the following procedures **must** be followed:

(1) Plan ahead - Determine which staff members will need foreign travel orders, security clearances/annual briefings, and passports, well ahead of travel dates. Also, predetermine which countries require visas. All visa applications can be faxed upon request with the exception of the Australian and the Oman visa applications. It would be advisable for a traveler, who travels frequently and on short notice, to have extra pictures on hand for more prompt service in the processing of visas.

(2) Act promptly - Allow adequate lead time for situations described in NOAA Travel Handbook 306-3.1(a). An advanced, unsigned copy of the CD-29 would be helpful to the NTO in getting the foreign travel process started. Submit separate documents for each traveler.

306-3.2 Travel security assurance - obtaining the proper authorizing official's approval

The following forms must be signed before submission to the NTO for processing.

***Security Briefing - An annual security briefing is required for all employees and invitational travelers under foreign travel orders.** The briefing consists of an information handout and verification page to be signed, dated, and submitted to the N.T.O.. The verification page confirms that the traveler has read the security briefing. Without a security briefing, travelers shall be prevented from foreign travel.

Travel Order, CD-29, is required whether the travel expenses are paid by the Department or by an outside source. Employees traveling frequently may submit a single blanket CD-29 to the NTO which will include a single justification for the travel and will list **all** of the countries in which travel is expected during the fiscal year. Invitational travel is not permitted on blanket travel orders. The justification used on the blanket CD-29 must be of an operational nature. Meetings and conferences are **not** allowed under a blanket CD-29. Travel to a communist bloc country is also not permissible on a blanket CD-29. The blanket CD-29 will facilitate the foreign travel process in that the traveler need only submit a 42-5 each time he/she travels. Remember to check for visa requirements.

306-3.4 Passports - applying for an official passport

(a) All employees who are U.S. citizens traveling to a foreign country on official business for NOAA **must** obtain official passports and, where required, official visas, before departing from the United States. The official passport requirement does not apply on travel to Taiwan and the possessions of the United States.

(b) Passport forms cannot be photocopied, but can be obtained through the NTO or a Post Office. Remember to type the acronym "CROA" in the "mailing address" section of the passport form. This acronym has been assigned by the Department of State to indicate that the passport should be returned to the NTO. In cases where the traveler is expected to travel frequently, he/she may request a 48-page passport, so that there are enough pages to accommodate the visa stamps.

(1) DSP-11, Passport Application, is used by employees who are applying for the **first time ever for a passport**. This method of applying is used if the traveler has **never** been issued a passport, either personal or official, or has a passport that was issued **more** than twelve years ago. Once the NTO receives the travel package, they will type a letter of authorization. The NTO then sends this letter of authorization (original and one copy) to the traveler. The traveler should proceed promptly and in person to the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court, and make application for an official passport. In addition, the traveler will need to take a completed and unsigned DSP-11, two passport size photographs (2"x 2"), and a birth certificate with a raised seal. This process takes four to five weeks (not including visas).

(2) DSP-82, Passport Application by Mail, is used by employees **renewing** their official passport. This method of applying can only be used if the traveler has some form of a passport, either personal or official, that has been issued within the last twelve years. In addition to the travel package, the traveler would also submit a DSP-82, two passport size photographs (2"x 2"), and the passport that has been issued within the last 12 years, to the NTO for processing. This process takes four weeks (not including visas).

(3) DSP-19, Passport Amendment/Validation Application, is used to show a change of name in the passport, to correct the descriptive data in the passport, to add visa supplement pages to the passport, and to extend the validity of a **limited** passport. The lead time required for extension pages is four weeks.

(4) DSP-64, Statement Regarding Lost or Stolen Passport, is used when the traveler's official passport has been lost or stolen, and should be accompanied by a memo of explanation from the person who lost the passport. When reapplying after the loss of an official passport, the traveler should reapply according to the procedures in NOAA Travel Handbook 306-3.4(b)1.

(c) In circumstances where the lead times cannot be met, an emergency justification must accompany the passport application. This emergency justification should be addressed to the Department of State. **This justification does not ensure that the Department of State will complete the passport process in time for the traveler to accomplish his/her trip.**

(d) Security requirements dictate that all official passports be returned to the NTO, for safekeeping in the official passport repository, upon completion of foreign travel. The exception to this rule being if the traveler is on blanket travel orders or if the traveler has back-to-back foreign travel, meaning one trip after another. If the traveler is on blanket orders and has elected to retain his/her passport, then the passport **must** be kept in a locked safe in their office. **The official passport is government property, not personal property of the traveler.**

(e) The NTO will hold the approved CD-29 until **all** of the necessary documents have been received and completed. Once this has been achieved, the NTO will forward the foreign travel package to the travel contact. The foreign travel package will include, the approved CD-29, the official passport and any visa(s) that might be required. Upon receipt of the "approved travel package", review all papers for completion and accuracy.

September 1999

NOAA TRAVEL HANDBOOK
FOREIGN TRAVEL CHECKSHEET

TO: NOAA FOREIGN TRAVEL OFFICE, OFA22, 20020 CENTURY BLVD.,
SUITE 1C, GERMANTOWN, MD 20874
OFFICE: 301-413-3060
FAX: 301-413-3066

FROM: NAME: _____ FAX: _____
PHONE: _____
ADDRESS: _____

SUBJECT: TRAVELER'S NAME: _____
TRAVEL DATES: _____
DESTINATION(S): _____
OFFICIAL PASSPORT NUMBER: _____

The attached Foreign Travel Package contains the following (check where applicable):

- ____ **Emergency Justification Letter**
(Applies to travelers who need an official passport with departure dates of less than 4 weeks lead time)
- ____ **Form CD-29, Travel Order**
- ____ **Defensive Travel Briefing Acknowledgment Statement**
- ____ **Form CD-369, Travel Advance**
(Invitational travelers only)
- ____ **DSP-11, Application for Passport**
(Frequent travelers are advised to request a 48-page passport)
- ____ **DSP-82, Passport Application by Mail**
(Frequent travelers are advised to request a 48-page passport)
- ____ **Two (2) Passport Photos**
- ____ **DSP-19, Passport Amendment/Validation Application**
- ____ **DSP-64, Statement Regarding Lost or Stolen Passport**
- ____ **Visa application(s) and photos**, if applicable
- ____ **Letter of Invitation**
(If applicable - required for travel to Russia and China)
- ____ **Form CD-210, Record of Gift and Bequest**
(If applicable - submitted with travel voucher only)
- ____ **Form CD-342, Record of Gifts and Decorations from Foreign Governments**
(If applicable - submitted with travel voucher only)
- ____ **Fly America Justification Statement**, if applicable

PURPOSE

As a Commerce employee, you have access to critical U.S. Government information. The purpose of this briefing is to ensure that you understand your responsibilities to protect the information, and to make you aware of security vulnerabilities associated with foreign travel.

Presidential Decision Directive/NSC-12 "Security Awareness and Reporting Foreign Contacts," requires security personnel to establish and maintain security awareness programs which include formal briefings of the threat posed by foreign intelligence services. The awareness program must focus on the intelligence gathering of classified as well as other sensitive information. This Defensive Travel Briefing is part of Commerce's Security Awareness program.

APPLICABILITY

This defensive travel briefing is required by DAO-207-1. When traveling abroad, Departmental personnel, including summer hires, those on temporary assignment, and contractors are required to receive an annual defensive travel briefing. Any individual returning from travel of 90 days or more must undergo a security debriefing upon their return to the U.S.

AREAS OF INTEREST

Within the Department, we possess a wealth of information of interest to foreign powers and entities. Information regarding the Export Administration Act, ongoing negotiations, trade issues, economic indicators, industrial resources, production capabilities, manufacturing and other critical technologies, satellite data, telecommunications and computer sciences information, as well as numerous other types of sensitive information may be sought after. Because of your access to personnel, facilities, and information, YOU, as a Commerce employee, present an opportunity for a foreign entity to expand their knowledge about U.S. technology, capabilities and vulnerabilities. The information contained in this briefing regarding possible intelligence collection may occur in countries with whom we are allies. For that reason, we ask you to be alert to your surroundings and aware of your actions at all times wherever you travel internationally.

NATIONAL SECURITY THREAT LIST

The FBI considers the following to be threats to our national security regardless of the country involved:

Any foreign intelligence activity which is:

- * targeting U.S. intelligence and foreign affairs information and U.S. Government Officials
- * directed at critical technologies
- * directed at the collection of U.S. industrial proprietary economic information.
- * directed at the collection of information relating to defense establishments and national preparedness
- * involving the proliferation of special weapons of mass destruction
- * Involving perception management and active measures

If you become aware of or suspect any foreign intelligence activity aimed at the above list notify your security officer.

PRIOR TO DEPARTURE

1. Contact your security officer or the Office of Security at (202) 482-3131, to obtain the most recent travel advisory information. You may also want to contact the Department of State recorded message at (202) 647-5225.
2. Carefully complete your Visa application, as it will be scrutinized. If you are a naturalized U.S. citizen returning to the country of your origin, your citizenship may be questioned. If you encounter such a problem, please contact the State Department for guidance.
3. Ensure that items you carry with you are not controversial or prohibited. Political material or anything that could be considered pornographic should not be carried. If you are carrying prescription drugs with you, be certain that they are clearly marked and bring only necessary quantities.
4. Carrying letters, packages or gifts to individuals in other countries should be avoided. You may be viewed as a courier attempting to bring the material for subversive or illegal purposes.

5. DO NOT TAKE CLASSIFIED MATERIAL with you as you travel. Arrange to have the material transmitted by other approved means prior to your departure. Consult with your security officer for guidance.
6. Limit the amount of identification that you take. If you have several forms of Government ID (i.e. Commerce ID, building pass, courier card), bring only one ID with you. Make a photocopy of any ID or credit card you will be bringing and leave the copy at home. Write down your passport number and keep it separate from your passport. Do the same with your address and telephone number.
7. The carrying of laptop computers is discouraged, but not prohibited. Consult your security officer and your Information Technology Security Officer if you plan to take a laptop.

UPON ARRIVAL

1. An accurate declaration of all money and valuables should be made at entry. Some countries give the traveler a copy of the declaration which must be surrendered upon leaving. It is important to keep receipts of all money exchanges, as these frequently are required upon departure. Undeclared sums of U.S. or other currency are likely to cause difficulty with authorities and may be confiscated upon departure.
2. Declare such items as cameras, radios, etc, to preclude possible explanations, customs charges, or confiscation when you leave.
3. Contact the American Embassy or Consulate prior to your arrival, and provide your local address and probable length of your visit. For most official business visits a cable should be sent to the appropriate embassy advising of your visit.
4. Use of public transportation is recommended rather than driving yourself, because involvement in traffic accidents can be problematic. Taxis are the preferred mode of transportation. State Department travel advisories provide updated information regarding public transportation concerns in the country you are visiting.

YOUR ACTIVITIES AND BEHAVIOR

1. In all of your activities, show discretion and common sense. **MAINTAIN A LOW PROFILE.** Refrain from any behavior that may make you conspicuous or a potential target. **NEVER** engage in any illegal activity, excessive drinking or gambling. Use your best judgement to carefully avoid any situation which may allow a foreign intelligence agency the opportunity to coerce or blackmail you.
2. Do not discuss classified or sensitive information in any vehicle, restaurant, hotel room, hotel lobby, or other public place. In any public place, your conversation may be overheard, or you may be monitored. If you need to call the U.S. to discuss classified or sensitive information, locate a secure telephone by contacting the Regional Security Officer at the U.S. Embassy.
3. If you locate any possible surveillance equipment, such as microphones, telephone taps, miniature recording devices, or cameras, do not try to neutralize or dismantle it. Assume the device is operable and that active monitoring is ongoing. Report what you have found to the U.S. Embassy or Consulate. When you return, advise your security officer.
4. Never leave luggage or briefcases that contain sensitive information unattended. This includes leaving your briefcase in your hotel room. We encourage you to keep your briefcase, containing sensitive information, immediately in your possession. Departmental personnel frequently report occurrences of their luggage or briefcase being searched or rummaged through. If this happens to you, report the incident to your security officer when you return.
5. Foreign Intelligence Services may place you under physical surveillance or you may suspect that you are being watched. It is better to ignore the surveillance than to attempt to lose or evade it. In any event your actions should be prudent and not likely to generate suspicion. Good precautionary measures are to use well traveled highways and avoid establishing routine schedules.
6. Never try to photograph military personnel, installations, or other "restricted areas". It is best to also refrain from photographing police installations, industrial structures, transportation facilities and border areas.
7. Beware of overly friendly or solicitous people that you meet. Do not establish personal or intimate relationships with these individuals as they may be employed by the intelligence service. Do not share any work related information with any person who does not have a need to know.

8. Do not accept packages and agree to transport them back to the U.S. Even if your friends, relatives and professional contacts, make the request, do not accept the package.
9. If you will be on an extended visit and expect to be writing or receiving mail, remember that it may be subject to censorship. Never make references to any classified or sensitive information.
10. Avoid any areas where there is political or ethnic unrest, demonstrations or protests.
11. Should you be detained or arrested for any reason by the police or other officials, be cooperative, and contact the U.S. Embassy or Consulate immediately. Do not make any statements or sign any documents you do not fully understand until you have conferred with an Embassy representative.
12. Do not leave documents in hotel safes.
13. You may keep this document for reference, but do not carry it with you.

UPON YOUR RETURN

Contact your Security Officer to report foreign contacts and any unusual incidents. You must receive a security debriefing if you have been abroad for more than 90 days. You are required to report all contacts with individuals of any nationality, either within or outside the scope of your official activities in which

*Illegal or unauthorized access is sought to classified or otherwise sensitive information.

*You are concerned that you may be the target of an actual or attempted exploitation by a foreign entity.

EMERGENCY NOTIFICATION PHONE NUMBERS

Before your departure, it is recommended that you provide your family and/or a close friend with the name and phone number of your supervisor or coworker so that you can be reached in the event of an emergency.

If an emergency does occur, persons needing to reach you should be instructed to contact you via your immediate office. If this is not possible, the 24 hour State Department Operations Center (202) 647-1512, may be able to assist others in reaching you.

DEFENSIVE TRAVEL BRIEFING ACKNOWLEDGMENT STATEMENT

My signature below indicates that I have read/been briefed and understand the Department of Commerce, Office of Security defensive travel briefing. I am aware that any questions I have concerning the contents of this briefing should be directed to my servicing security officer.

Print Full Name _____

SSN _____

Line or Staff Office _____

City and State _____

Work Phone* _____

Signature _____

Date of Signature _____

**PLEASE SIGN, DATE, AND FAX THIS LAST PAGE TO
THE NOAA TRAVEL OFFICE ON 301-413-3066.**

Privacy Act Statement: Your Social Security Account Number (SSN) is solicited under authority of Executive Order 9397 and will be used to identify you precisely when certifying that you have received a NOAA foreign travel briefing. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of your travel. Collection of this information is authorized by Executive Order 9397, 10450, 12356; U.S.C. 301 and 7531-532; 15 U.S.C. 1501 et seq; and 44 U.S.C. 3101

<u>ACSENSION</u>	NO VISA REQUIRED
<u>AFGHANISTAN</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>ALBANIA</u>	NO VISA REQUIRED
<u>ALGERIA</u>	4 VISA APPLICATIONS, 4 PHOTOS
<u>ANTARCTICA</u>	NO VISA REQUIRED
<u>ANTIGUA</u>	NO VISA REQUIRED
<u>ARGENTINA</u>	1 VISA APPLICATION, 1 PHOTO
<u>AUSTRALIA</u>	AUSTRALIAN VISAS SHOULD BE OBTAINED ELECTRONICALLY THRU THE APPLICABLE TRAVEL MANAGEMENT CENTER (TMC). IN CASES WHERE ELECTRONIC VISAS ARE NOT POSSIBLE: 1 ORIGINAL VISA APPLICATION
<u>AUSTRIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AZORES</u>	SEE PORTUGAL
<u>BAHAMAS</u>	NO OFFICIAL PASSPORT OR VISA REQUIRED. PROOF OF CITIZENSHIP: BIRTH CERTIFICATE OR VOTE OF REGISTRATION CARD ACCEPTABLE
<u>BAHRAIN</u>	1 VISA APPLICATION, 2 PHOTOS
<u>BANGLADESH</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>BARBADOS</u>	2 VISA APPLICATIONS, 2 PHOTOS (EMBARKATION & DEBARKATION ABOARD SHIP - NO VISA NECESSARY)
<u>BELARUS</u>	1 VISA APPLICATION, 1 PHOTO

<u>BELGIUM</u>	NO VISA REQUIRED
<u>BELIZE</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BENIN</u>	2 VISA APPLICATIONS, 2 PHOTOS (SHOT RECORD W/CHOLERA AND YELLOW FEVER)
<u>BOLIVIA</u>	VISA REQUIRED
<u>BOTSWANA</u>	NO VISA REQUIRED
<u>BRAZIL</u>	1 VISA APPLICATION
<u>BRAZZAVILLE</u>	2 REFERENCES, 2 PHOTOS, LETTER OF INVITATION & REFERENCES IN BRAZZAVILLE. APPROVAL FROM DIRECTOR GENERAL SERVICES OF SECURITY
<u>BRUNEI</u>	1 ORIGINAL VISA APPLICATION, 1 PHOTO
<u>BULGARIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>BURKINA PASO</u>	2 VISA APPLICATIONS, 2 PHOTOS, YELLOW FEVER VACCINE
<u>BURMA</u>	NOW CALLED "MYANMAR"...SEE MYANMAR
<u>BURUNDI</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CAMBODIA</u>	SEE KHMER REPUBLIC
<u>CAMEROUN</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>CANADA</u>	NO VISA REQUIRED. NOTE: EFFECTIVE 7/1/99, OFFICIAL PASSPORT IS NOW REQUIRED FOR ENTRY INTO CANADA.

VISA REQUIREMENTS FOR OFFICIAL TRAVEL

<u>CANARY ISLANDS</u>	SEE SPAIN
<u>CAPE VERDE</u>	1 VISA APPLICATION, 1 PHOTO
<u>CHAD</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CHASOS ISLAND</u>	4 VISA APPLICATIONS, 4 PHOTOS
<u>CHILE</u>	VISA REQUIRED
<u>CHINA</u>	A LETTER OF INVITATION FROM THE CHINESE GOVERNMENT- <u>ALLOW AT LEAST 2 WEEKS LEAD TIME</u>
<u>CHRISTMAS ISLAND</u>	AUSTRALIAN OWNED: SEE AUSTRALIA KIRITIMATI OWNED: SEE KIRIBATI
<u>COLOMBIA</u>	VISA REQUIRED
<u>CONGO</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>COOK ISLAND</u>	NO VISA REQUIRED
<u>COSTA RICA</u>	VISA REQUIRED
<u>COTE D'IVOIRE</u> <u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CROATIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CUBA</u>	1 VISA APPLICATION (MUST BE TYPED), 2 PHOTOS - <u>ALLOW 2 MONTHS LEAD TIME</u> NO VISA FOR GUANTANAMO BAY
<u>CURACAO</u>	NO VISA REQUIRED
<u>CYPRUS</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>CZECHOSLOVAKIA</u>	NO VISA REQUIRED UNDER 30 DAYS
<u>DAHOMY</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>DENMARK</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>DOMINICA</u>	NO VISA REQUIRED
<u>DOMINICAN REP.</u>	VISA REQUIRED (NO VISA WHEN TRAVELING VIA MILITARY PLANE.)
<u>ECUADOR</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>EGYPT</u>	1 VISA APPLICATION, 1 PHOTO
<u>EL SALVADOR</u>	1 VISA APPLICATION, 1 PHOTO
<u>ENGLAND</u>	NO VISA REQUIRED
<u>ESTONIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ETHIOPIA</u>	1 VISA APPLICATION, 1 PHOTO, YELLOW FEVER IMMUNIZATION - <u>ALLOW 2 WEEKS LEAD TIME.</u>
<u>FIJI</u>	NO VISA REQUIRED UNDER 6 MONTHS (UNITED KINGDOM)
<u>FINLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>FORMOSA</u>	SEE CHINA
<u>FRANCE</u>	1 VISA APPLICATION (<u>COMPLETELY FILLED OUT AND SIGNED</u>), BLOCK 1 OF VISA APPLICATION SHOULD HAVE "NAME", NOT "SURNAME" - SPAIN, FRANCE AND GREECE ARE ALL THE SAME VISAS.

VISA REQUIREMENTS FOR OFFICIAL TRAVEL

<u>FRENCH GUIANA</u>	SAME REQUIREMENTS AS FRANCE
<u>GABON</u>	2 VISA APPLICATIONS, 2 PHOTOS, YELLOW FEVER, SMALLPOX, & CHOLERA IMMUNIZATIONS
<u>GAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS, IMMUNIZATION RECORD
<u>GERMANY</u>	NO VISA REQUIRED
<u>GHANA</u>	1 VISA APPLICATION, 4 PHOTOS
<u>GREECE</u>	1 VISA APPLICATION, 1 PHOTO, (GOOD FOR 5 YEARS) GREECE, FRANCE AND SPAIN ALL SAME VISAS.
<u>GREENLAND</u>	NO VISA REQUIRED
<u>GRENADA</u>	NO VISA REQUIRED
<u>GUADELOUPE</u>	SAME VISA REQUIREMENTS AS FRANCE
<u>GUAM</u>	NO VISA REQUIRED
<u>GUATEMALA</u>	VISA REQUIRED
<u>GUINEA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>GUYANA</u>	NO VISA REQUIRED
<u>HAITI</u>	VISA REQUIRED
<u>HONDURAS</u>	NO VISA REQUIRED
<u>HONG KONG</u>	NO VISA UNDER 30 DAYS
<u>HUNGARY</u>	NO VISA REQUIRED

VISA REQUIREMENTS FOR OFFICIAL TRAVEL

<u>ICELAND</u>	NO VISA REQUIRED
<u>INDIA</u>	1 VISA APPLICATION, 2 PHOTOS,
<u>INDONESIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>IRAN</u>	NO TRAVEL ALLOWED
<u>IRAQ</u>	NO TRAVEL ALLOWED
<u>ISRAEL</u>	1 VISA APPLICATION (WILL NEED NEW PASSPORT IF CURRENT PASSPORT CONTAINS A SYRIAN VISA)
<u>ITALY</u>	NO VISA REQUIRED
<u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>JAKARTA</u>	2 VISA APPLICATIONS, 1 PHOTO
<u>JAMAICA</u>	1 VISA APPLICATION, 1 PHOTO
<u>JAPAN</u>	1 VISA APPLICATION (VISA VALID FOR 5 YEARS)
<u>JAVA (INDONESIA)</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>JORDAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KAZAKHSTAN</u>	SEE RUSSIA
<u>KENYA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>KHMER</u>	4 VISA APPLICATIONS, 4 PHOTOS
<u>KIRIBATI</u>	1 VISA APPLICATION, 2 PHOTOS
<u>KOREA</u>	1 VISA APPLICATION, 1 PHOTO
<u>KUWAIT</u>	2 VISA APPLICATIONS, 2 PHOTOS

VISA REQUIREMENTS FOR OFFICIAL TRAVEL

<u>KYRGYZSTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>LAOS</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>LATVIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LEBANON</u>	NO TRAVEL ALLOWED
<u>LESOTHO</u>	NO VISA REQUIRED
<u>LIBERIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>LIBYA</u>	NO TRAVEL ALLOWED
<u>LITHUANIA</u>	NO VISA REQUIRED
<u>MACEDONIA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>MADAGASCAR</u>	4 ORIGINAL VISA APPLICATIONS, 4 PHOTOS
<u>MALAGASY REP.</u>	4 ORIGINAL VISA APPLICATIONS, 4 PHOTOS
<u>MALAWI</u>	NO VISA REQUIRED
<u>MALAYSIA</u>	NO VISA REQUIRED UNDER 6 MONTHS
<u>MALI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>MALDIVES</u>	NO VISA REQUIRED
<u>MALI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>MALTA</u>	NO VISA REQUIRED
<u>MARSHALL ISLANDS</u>	NO VISA REQUIRED
<u>MARTINIQUE</u>	SEE VISA REQUIREMENTS FOR FRANCE

<u>MAURITANIA</u>	2 VISA APPLICATIONS, 2 PHOTOS, IMMUNIZATION RECORD
<u>MAURITIUS</u>	NO VISA REQUIRED
<u>MEXICO</u>	NO VISA REQUIRED. NEED SPECIAL PERMIT IF WORKING IN MEXICAN WATERS.
<u>MICRONESIA</u>	NO VISA REQUIRED
<u>MONACO</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>MONGOLIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>MOROCCO</u>	NO VISA REQUIRED
<u>MOZAMBIQUE</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>MYANMAR</u>	3 APPLICATIONS, 4 PHOTOS, 1 REPORT OF ARRIVAL
<u>NAMIBIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>NAURU</u>	VISA REQUIRED - PERMISSION LETTER FROM REPUBLIC OF NAURU POLICE DEPARTMENT IS REQUIRED.
<u>NEPAL</u>	1 VISA APPLICATION, 1 PHOTO
<u>NETHERLANDS</u>	NO VISA REQUIRED
<u>NEW CALEDONIA</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>NEW ZEALAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NICARAGUA</u>	NO VISA REQUIRED
<u>NIGER</u>	3 VISA APPLICATIONS, 3 PHOTOS, YELLOW FEVER IMMUNIZATION - CERTIFIED SHOT RECORD

VISA REQUIREMENTS FOR OFFICIAL TRAVEL

<u>NIGERIA</u>	2 VISA APPLICATIONS, 2 PHOTOS, UP-TO-DATE SHOT RECORD & 2 WEEK BACKGROUND INVESTIGATION
<u>NORWAY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NOUMEA</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>OMAN</u>	2 ORIGINAL VISA APPLICATIONS (MUST BE TYPED), 2 PHOTOS
<u>PAKISTAN</u>	1 VISA APPLICATION
<u>PANAMA</u>	VISA REQUIRED
<u>PAPUA NEW GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS, PORT MORESBY MUST SEND IMMIGRATION APPROVAL TO EMBASSY.
<u>PARAGUAY</u>	1 VISA APPLICATION, 1 PHOTO
<u>PERU</u>	VISA REQUIRED
<u>PHILIPPINES</u>	1 VISA APPLICATION, 1 PHOTO
<u>POLAND</u>	NO VISA REQUIRED
<u>PORTUGAL</u>	NO VISA UNDER 60 DAYS-IN CASES OVER 60 DAYS THE TRAVELER WOULD NEED TO APPLY AT A POLICE STATION IN PORTUGAL
<u>QATAR</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>REUNION</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>ROMANIA</u>	NO VISA REQUIRED
<u>RUSSIA</u>	1 VISA APPLICATION, 3 SIGNED PHOTOS (NO GLOSSY PHOTOS) LETTER OF INVITATION - <u>ALLOW AT LEAST 2 WEEKS LEAD TIME</u>

VISA REQUIREMENTS FOR OFFICIAL TRAVEL

<u>RWANDA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>SAUDI ARABIA</u>	1 VISA APPLICATION, 1 PHOTO - (WILL NEED NEW PASSPORT IF CURRENT PASSPORT CONTAINS ISRAELI VISA)
<u>SENEGAL</u>	NO VISA REQUIRED UNDER 3 MONTHS IF OVER - 2 VISA APPLICATIONS, 2 PHOTOS
<u>SIERRA LEONE</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>SINGAPORE</u>	NO VISA REQUIRED UNDER 2 WEEKS
<u>SLOVENIA</u>	NO VISA REQUIRED
<u>SOMALIA</u>	4 VISA APPLICATIONS, 4 PHOTOS, IMMUNIZATION RECORD MUST SHOW PROOF OF YELLOW FEVER, SMALL POX AND CHOLERA
<u>SOUTH AFRICA</u>	1 VISA APPLICATION
<u>SPAIN</u>	VISA REQUIRED - SPAIN, FRANCE AND GREECE ISSUE THE SAME VISA
<u>SPANISH SAHARA</u>	4 VISA APPLICATIONS, 4 PHOTOS
<u>SRI LANKA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>SUDAN</u>	1 VISA APPLICATION, 1 PHOTO IMMUNIZATION RECORD SHOWING PROOF OF YELLOW FEVER & CHOLERA RECOMMENDED. (WILL NEED A NEW PASSPORT IF CURRENT PASSPORT CONTAINS ISRAELI AND/OR SOUTH AFRICAN VISA)
<u>SUMATRA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>SURINAM</u>	VISA REQUIRED
<u>SWAN ISLAND</u>	SEE HONDURAS

<u>SWEDEN</u>	NO VISA REQUIRED
<u>SWITZERLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SYRIAN ARAB</u>	1 VISA APPLICATION - (WILL NEED NEW PASSPORT IF CURRENT PASSPORT CONTAINS ISRAELI VISA)
<u>TAHITI</u>	SEE VISA REQUIREMENTS FOR FRANCE
<u>TAIWAN</u>	<u>MUST TRAVEL ON PERSONAL PASSPORT.</u> TAIWAN CLEARANCE FORM MUST BE FAXED TO THE TAIWAN COORDINATION STAFF BY THE TRAVELER (FAX NUMBER ON CLEARANCE SHEET). UPON APPROVAL, TAIWAN COORDINATION STAFF WILL FAX CLEARANCE TO THE NTO. UPON COMPLETION OF THE FOREIGN TRAVEL PACKAGE, THE NTO WILL SEND THE TRAVELER A COPY OF THE TAIWAN CLEARANCE FORM. TRAVELER IS EXPECTED TO OBTAIN A TAIWAN VISA IN THEIR PERSONAL PASSPORT BY SUBMITTING A COPY OF THE APPROVED TAIWAN CLEARANCE FORM WITH PERSONAL PASSPORT AND VISA PAPERWORK TO THE TAIWAN EMBASSY.
<u>TANZANIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>TARAWA</u>	SEE VISA REQUIREMENTS FOR KIRIBATI
<u>THAILAND</u>	1 VISA APPLICATION
<u>TOGO</u>	NO VISA REQUIRED UNDER 30 DAYS
<u>TRINIDAD & TOBAGO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TRUK</u>	SEE VISA REQUIREMENTS FOR MICRONESIA.
<u>TUNISIA</u>	NO VISA REQUIRED UNDER 4 MONTHS
<u>TURKEY</u>	VISA REQUIRED

<u>UGANDA</u>	NO VISA REQUIRED
<u>UKRAINE</u>	1 VISA APPLICATION, 1 PHOTO
<u>UNITED ARAB EMIRATES</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>UNITED KINGDOM</u>	NO VISA REQUIRED
<u>URUGUAY</u>	VISA REQUIRED
<u>VENEZUELA</u>	VISA REQUIRED
<u>VIETNAM</u>	2 VISA APPLICATIONS, 2 PHOTOS, LETTER OF INVITATION STATING WHO IS SPONSORING THE TRIP FROM VIETNAM.
<u>WESTERN SAMOA</u>	NO VISA REQUIRED
<u>YEMEN ARAB</u>	4 VISA APPLICATIONS, 4 PHOTOS
<u>YUGOSLAVIA</u>	VISA REQUIRED
<u>ZAIRE</u>	3 VISA APPLICATIONS, 3 PHOTOS, YELLOW FEVER IMMUNIZATION
<u>ZAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>ZIMBABWE</u>	NO VISA REQUIRED